

Job Postings Help

Job Postings are job openings that a member desires to post for consumer viewing on the Job Postings area of your chamber's website.

To view Job Postings

1. Click on **Job Postings** in the left-hand navigation bar.
2. The existing **Job Postings** will display. See Figure 5-5.

The screenshot shows a table titled "Job Postings" with columns for Action, Job Title, Category, Active Dates, Status, and Delete. A "Sort Order" dropdown menu is set to "Job Title". Annotations provide instructions for each column's functionality.

Action	Job Title	Category	Active Dates	Status	Delete
preview	Classified Ads Phone Clerk	Advertising	04/23/2006 - 05/13/2006	Approved	<input type="checkbox"/>
preview	Counter top installer	Construction, Installation and Mechanical	10/02/2005 - 10/22/2005	Approved	<input type="checkbox"/>
preview	Drawing plans for bidding lumber	Architecture	10/09/2005 - 11/12/2005	Approved	<input type="checkbox"/>
preview	Installation Technician	Construction, Installation and Mechanical	11/05/2006 - 02/03/2007	Approved	<input type="checkbox"/>

Annotations:

- Click preview to view what consumers will see on the web site.** (points to the 'preview' link)
- Click the Job Postings title to edit the existing Job Postings entry.** (points to the 'Classified Ads Phone Clerk' title)
- Click the Sort Order arrow to sort the Job Postings by title or date created.** (points to the 'Sort Order' dropdown)
- To delete a Hot Deal, click the check box in the row of the desired Hot Deal. Then click Delete.** (points to the 'Delete' checkbox)
- Click Add a Job Posting to create a new Job Posting. All Job Postings must be approved by a chamber employee before displaying on the chamber web site.** (points to the 'Add a Job Posting' link)

FIGURE 5-5 Job Postings

To add a Job Posting

1. Click on **Job Postings** in the left-hand navigation bar.
2. Click **Add a Job Posting**.
3. Complete the fields in the **Add a New Job Posting** screen.

Edit Job Posting Lumber Loader

Job Specifications

Category: Construction, Installation and Mechanical

Job Title: Lumber Loader

Job Description: Lumber loader afternoons part-time 3-5. Great for student.

Click the category arrow to select the category where this Job Posting will display.

Type the title of the Job Posting which displays when a consumer views all available Job Postings.

Type the Job Posting description.

Contact Information

Business Name: Ace Hardware

Contact Rep Name:

Street: 214 West Maple Street

City/State/Zip: Green Valley MN 11121

Local Phone: (555) 555-7585

Fax:

Email: acehw@chambermaster.net

Website Address:

The Contact Information is automatically completed with data from the Business Info area but can be overwritten at this time if desired.

Active Dates

NOTE: Click on the dates you want your job posting to run. All dates must be selected at this point, active dates cannot be changed once the job posting has been purchased. Job Postings are sold on a week by week basis, beginning on Sunday of each week.

Select dates for this job posting to be run:

10/1/06 to 10/7/06	10/8/06 to 10/14/06	10/15/06 to 10/21/06	10/22/06 to 10/28/06	10/29/06 to 11/4/06	11/5/06 to 11/11/06	11/12/06 to 11/18/06	11/19/06 to 11/25/06	11/26/06 to 12/2/06	12/3/06 to 12/9/06	check all uncheck all
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click to select the check box(es) that indicate the desired dates for this Job Posting to be run. These dates may NOT be changed later.

Change Dates

Click the left or right arrow to display past or fut

FIGURE 5-3 Add a New Job Posting

4. If this Job Posting is setup for no charge, click **Submit for Approval**; your Job posting has been submitted to your local chamber for approval. If this Job posting is setup with an associated charge, click **Continue** and complete the **Job postings Checkout** window and then click **Purchase Now**. See Figure 5-4.

Saved Hot Deals						
Action	Title	Rate per Week	Gold Discount	Weeks	Total	Cart Option
▶ edit ▶ remove	Free Shampoo with Carpet Cleaner	\$2.00	N/A	1	On Hold	<input type="radio"/> Buy Now <input checked="" type="radio"/> Save In Cart
▶ add another hot deal					Sales Tax: \$0.00 Total Charge: \$0.00	▶ update cart

Important: Once the hot deal(s) have been purchased you cannot change the dates on which they are run but you can change the content of a hot deal. You can remove the hot deal, however, you will not be refunded for the unused days.

Billing Information

First Name:
 Last Name:
 Name on Card:
 Address:
 City/State/Zip: / /
 Card Type:
 Card Number:
 Card Security Code: Not on my card
What is a Card Security Code?
 Commercial Card Type:
 Expiration Date: /

Enter the desired credit card information if selecting Buy Now above.

I Agree to hold ChamberMaster, Green Valley Area Chamber of Commerce, and all others businesses associated with the publication of this item as harmless and accept full responsibility, including legal responsibility, for its content.

[▶ Purchase Now](#)

Click Purchase Now if selecting Buy Now above. If selecting Save in Cart, you may close this window.

Click Buy Now to purchase on your credit card.

Click Save in Cart to save the Hot Deal and complete the transaction at a later time. The Hot Deal will be submitted to your chamber but will require communication with your chamber representative as to your desired billing method.

Click update cart if you have changed Cart Options from Buy Now to Save in Cart or vice versa.

FIGURE 5-4 Job Posting Checkout

To delete a Job posting

1. After clicking **Advertising** in the left-hand navigation bar, click to select the check box at the end of the row of the desired job posting.
2. Click **Delete**.
3. Click **OK**.

Deleting a Job posting removes it from the local chamber website. It does not remove any associated billing charges. Talk to your local chamber representative for details related to billing.

To edit a Job posting

1. After clicking **Advertising** in the left-hand navigation bar, click the title of **Job Posting** that you wish to edit.
2. Make the desired edits and click **Save**.
3. Click **Job Postings List** to return to the list of Job postings.